

Job Instruction – (JI)

Quickly training employees to do a job correctly, safely, and conscientiously

Job Instruction is designed to develop basic stability of your processes (standardized work). This program teaches the method to instruct an operator how to perform a job *correctly, safely and conscientiously*.

As is frequently the case, most processes are performed by various workers using different methods. Job Instruction requires you identify the “one best way,” teach the process to this one way, and thereby create a standard method. The basis of stability is generated by doing the same thing the same way across operators and shifts. By utilizing Job Instruction you gain the benefits of consistent training and also develop a stable process to apply continuous improvement upon. This lays a solid foundation for any continuous improvement program and is especially beneficial when you apply the TWI Job Methods program.

Benefits experienced when practicing Job Instruction are reduced training time, less scrap and rework, fewer accidents, and increased job satisfaction

JOB INSTRUCTION TRAINING (JI) 10 Hour Course**Day 1: 2 hours**

- Explain the 5 needs of good supervisors
 - Knowledge of the Work
 - Knowledge of Responsibilities
 - Skill in Leading People
 - Skill in Improving Methods
 - Skill in Instructing
- Importance of JI training to production and safety
- Ability to train others is a personal asset
- Fire Underwriters Knot Demonstrations
 - Faulty - Showing Alone and Telling Alone
 - Correct - JI Instruction Method
- Introduce the 4-Step Method for Correct Instruction:
 1. Prepare the Worker
 2. Present the Operation
 3. Try-out Performance
 4. Follow up.

Day 2: 2 hours

- Two participant instruction demonstrations from their workplace.
- Class review of how they applied the four step method to reinforce class learning
- Class practice on how to make Job Breakdowns for training purposes
- The four things a trainer must do to “get ready” to train others:
 1. Make a Timetable
 2. Break down the Job
 3. Get everything ready
 4. Arrange the worksite.

Day 3: 2 hours

- Teach class how to construct and use a Training Timetable.
- Three participant instruction demonstrations from their workplace.
- Class review of how they applied the four step method to reinforce class learning

Day 4: 2 hours

- Four participant instruction demonstrations from their workplace.
- Class review of how they applied the four step method to reinforce class learning

Day 5: 2 hours

- Remaining participant workplace instruction demonstrations facilitated to be correct
- Importance to start using good Job Instruction “right away” to production and safety.
- Create conviction for using the Job Instruction Plan on a continuing basis.